

Name of the Course	Organization of Information
Course Code	ORG-405
Credit Hours	3
Objectives	<ol style="list-style-type: none"> 1. To understand the role of organization in human endeavors. 2. To become familiar with the basic principles of organization developed over the last several centuries. 3. To discuss the organizational concepts that affect how information must be retrieved. 4. To describe various approaches of organization in all types of environments. 5. To demonstrate the role of technical standards in organizing information.
Contents	<p>Unit-I Introduction to organization of information</p> <ol style="list-style-type: none"> 1.1 Information services in today's world 1.2 Organization of information: What and why? 1.3 Classification 1.4 Cataloguing <p>Unit-II Library approaches to organizing information</p> <ol style="list-style-type: none"> 2.1 Bibliographic classification 2.2 Catalogues and bibliographies 2.3 Subject heading lists <p>Unit-III Organization of recorded information in different contexts</p> <ol style="list-style-type: none"> 3.1 Libraries 3.2 Archives 3.3 Museums 3.4 The Internet <p>Unit-IV Cataloguing</p> <ol style="list-style-type: none"> 4.1 AACR2 and the process of cataloguing 4.2 Implications of basic cataloguing rules for OPACs 4.3 Cataloguing of Internet resources 4.4 Functional Requirements of Bibliographic Records (FRBR) <p>Unit-V Library classification</p> <ol style="list-style-type: none"> 5.1 Classification schemes 5.2 Types of bibliographic classification schemes 5.3 Major library classification schemes 5.4 Dewey Decimal Classification <p>Unit-VI Retrieval tools</p> <ol style="list-style-type: none"> 6.1 The need for retrieval tools 6.2 Bibliographies 6.3 Catalogs 6.4 Indexes 6.5 Finding aids 6.6 Registers 6.7 Search engines and directories

	<p>Unit-VII Systems for vocabulary control</p> <p>7.1 Types of controlled vocabularies</p> <p>7.2 Natural language approaches to subjects</p> <p>Unit-VIII Encoding, authority control</p> <p>8.1 Encoding of records</p> <p>8.2 MARC</p> <p>8.3 MARC 21</p> <p>8.4 UNIMARC</p> <p>8.5 The future of MARC</p> <p>Unit-IX Issues and trends in organizing information</p> <p>9.1 Cataloguing: FRBR and semantic catalogue networks</p> <p>9.2 Classification in the digital age</p> <p>9.3 Semantic web technologies and digital libraries</p>
Teaching & Learning Strategies	A combination of lecturing, class participation, and discussions will be used to conduct the course. Students will be expected to read extensively ahead of each class session and actively participate in discussions.
Assignments	Quiz (25 Marks)
Recommended Reading	<p>Chan, L. M., & Salaba, A. (2015). <i>Cataloguing and classification: An introduction</i>. (4th ed.). Lanham: Rowman & Littlefield Publishers.</p> <p>Chowdhury, G. G., & Chowdhury, S. (2007). <i>Organizing information: From the shelf to the web</i>. London: Facet Publishers.</p> <p>Joudrey, D. N., Taylor, A. G., & Miller, D. P. (2015). <i>Introduction to cataloging and classification</i> (11th ed.). Santa Barbara, California: Libraries Unlimited.</p> <p>Joudrey, D. N., Taylor, A. G., & Wisser, K. M. (2017). <i>The organization of information</i>. (4th ed.). Santa Barbara, California: Libraries Unlimited.</p> <p>Rowley, J. E., & Farrow, J. (2008). <i>Organizing knowledge: An introduction to managing access to information</i> (4th ed.). Aldershot: Ashgate Publishing Limited.</p>

Assessment and Examinations:

Sr.#	Elements	Weightage	Details
1	Mid-Term Assessment	35%	Written test (at the mid-point of the semester)
2	Formative Assessment	25%	Assignment, presentation and quiz
3	Final Assessment	40%	Written test (at the end of the semester)